

~~SECRET~~

REQUEST FOR UNVOUCHERED FOREIGN TRAVEL ORDER

DATE

NAME	GRADE AND SALARY	TITLE OR RANK AND SERIAL NO.	CHARGEABLE PROJECT
<input type="checkbox"/> STAFF EMPLOYEE	OFFICE	OFFICIAL STATION	OFFICE TELEPHONE
<input type="checkbox"/> STAFF AGENT			
RESIDENCE ADDRESS (IF STATIONED IN WASHINGTON)		RES. TELEPHONE	

ITINERARY: (ALL TEMPORARY DUTY POINTS MUST BE SPECIFICALLY INDICATED.)

JUSTIFICATION IN DETAIL: GENERAL STATEMENTS SUCH AS "OFFICIAL BUSINESS" OR "CONFIDENTIAL PURPOSES", ETC., WILL NOT BE ACCEPTED. IF PERMANENT CHANGE OF STATION SHOW NAME, AGE, AND RELATIONSHIP OF IMMEDIATE FAMILY AND SHIPMENT OF AUTOMOBILE, HOUSEHOLD AND PERSONAL EFFECTS.

DURATION OF TRAVEL:

FROM _____ TO _____ HOME LEAVE PERMANENT CHANGE TEMPORARY DUTY

CHECK ONE FOR STAFF EMPLOYEE:

Transportation to be procured

Transportation to be procured by Transportation Div. by individual

Justify: _____

MODE OF TRAVEL: COMMON CARRIER

GOVERNMENT TRANSPORTATION

Airplane Airplane Vessel Vessel PRIVATELY OWNED AUTOMOBILE Motor Vehicle

ALLOWANCE FOR PRIVATELY OWNED AUTOMOBILE RECOMMENDED ON FOLLOWING BASIS:

(a) _____ cents per mile, not to exceed cost by common carrier. (b) _____ cents per mile, as being more advantageous to the Government. JUSTIFY: _____SP~~SECRET~~ L PROVISIONS: (I.E., EXCESS BAGGAGE, EXTRA FARE TRAIN OR PLANE, OFFICIAL COURIER DESIGNATION, ADVANCE OF FUNDS, etc.)

DEFINE AND JUSTIFY: _____

PER DIEM RECOMMENDED: _____

HOME LEAVE ONLY

DAY'S ACCUM. ANN. LV. AS OF (DATE) 1. Employee (is, is not) to report to Hdqrs. for _____ days prior to home leave.
2. Date of arrival at overseas station: _____

APPROVAL (FOR CASES INDICATED)

APPROVALS (ALL CASES)

 PERMANENT CHANGE OF STATION

SIGNATURE OF INITIATING OFFICIAL

 TRAVEL TO FIRST POST OF DUTY ABROAD

TITLE _____ DATE _____

 RETURN FROM POST OF DUTY ABROAD

SIGNATURE OF CONCURRING OFFICIAL

SIGNATURE OF CHIEF, CPD

DATE

TITLE

DATE